



**TOWN OF WESTWOOD  
COMMONWEALTH OF MASSACHUSETTS**

***REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES  
FIRE STATION 1  
RFQ #FIRE-24-Q-016  
Addendum 02  
February 8, 2024***

**I. GENERAL INFORMATION**

Addendum 02 extends the proposal due date to **11:00am on February 21, 2024**. Addendum 01 also provides answers to questions.

- Q2** The Central Register has two projects titled "FS1 OPM Services" that have different RFQ numbers and different due dates. Could you please clarify?
- A2** There is only one Westwood Fire Station 1 OPM project. The other ad in the Central Register refers to a different project. The Central Register will repost advertisements for both projects. The updated due date for Westwood Fire Station 1 OPM project is February 21, 2024.
- Q3** Some of the RFQ documents are labeled FIRE-24-Q-006 and some are labeled FIRE-24-Q-016. Should they be the same number?
- A3** All documents for this project should be labeled FIRE-24-Q-016. The differing numbers was an administrative error and is corrected on documents.
- Q4** Will there be an additional site visit?
- A4** An additional site visit is scheduled for Wednesday, February 14 at 10am at Fire Station 1, 637 High Street, Westwood. Anyone that plans to attend should notify the Town beforehand by sending an email to [procurement@townhall.westwood.ma.us](mailto:procurement@townhall.westwood.ma.us).
- Q5** In Attachment B, the footer refers to a fourth page. Should there be three or four pages in Attachment B?
- A5** Attachment B is only 3 pages.
- Q6** On page 8 item # 9 of Attachment A, it states that we are permitted to use up to three (3) double-sided 8 1/2" x 11" supplementary sheets if needed, while in the RFQ on page 6, Section 6. Requirements for content of response the RFQ states that we are permitted to use an additional 3 pages if necessary. Can you please confirm that we are entitled to use a total of 6 single-sided supplementary sheets?
- A6** Bidders are permitted to use a total of six, single-sided supplementary pages, if necessary.



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**II. ADDENDUM 02 RECEIPT ACKNOWLEDGEMENT FORM**

**BIDDERS MUST ACKNOWLEDGE RECEIPT OF ADDENDUM WITH THE BID SUBMITTAL.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

**End of Addendum No. 2**